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This instruction implements Air Force Policy Directive (AFPD) 36-26, *Total Force Development***.** It establishes policy for student administration as well as for conduct and documentation and provides management guidelines for AETC Undergraduate Remotely Piloted Aircraft (RPA) Training (URT) Officer courses. It applies to all undergraduate flying training wings and groups conducting URT pilot training and to members of the Air National Guard (ANG) and the Air Force Reserve Command (AFRC) enrolled in AETC URT pilot courses. It applies to AFRC and ANG instructors assigned to active duty AETC URT units. It applies to U.S. Navy (USN)/U.S. Marine Corps (USMC), U.S. Coast Guard (USCG), & U.S. Army (USA) students enrolled in AETC RPA pilot training. It applies to Foreign student pilots enrolled in URT in the absence of any host-nation memorandum of understanding (MOU). This AETCI applies to Pilot students and does not apply to Sensor Operator students. URT student management during RPA Flight Screening (RFS) is covered by AETCI 36-2205 Volume 3, *Formal Flying Training Administration and Management – Initial Flight Screening* (IFS). Direct all questions concerning this instruction to AETC/A3FR, DSN 487-9642 or 7306. Each unit will coordinate its supplement with AETC/A3FR before publication and forward one copy to AETC/A3FR after publication. Submit suggested changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*, through command channels, to AETC/A3FR, workflow email: **aetc.a3fr.workflow@us.af.mil.** This instruction requires collecting and maintaining information protected by the Privacy Act of 1974, authorized by Title 37, United States Code, Section 301a, *Special and Incentive Pays*; and Executive Order 9397, which authorizes

collection of the social security number (SSN). System of records notices F011 AF XO A, Aviation Resource Management System (ARMS), F036 AETC U, Flying Training Records—Student, F036 AETC Y, Training Integration Management System (TIMS) Records, and F036 AF PC N, Unit Assigned Personnel Information, apply and are available on line at **http://www.defenselink.mil/privacy/notices/usaf**/. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). See **Attachment 1** for a glossary of references and supporting information

Chapter 1

STUDENT ADMINISTRATION

1.1. Introduction. AETC conducts undergraduate Remotely Piloted Aircraft (RPA) training courses to provide pilot candidates to the Combat Air Forces (CAF) Formal Training Unit (FTU). These training courses produce student pilots with basic skills applicable to each RPA aircraft and mission. AETC administers the three phases of Undergraduate RPA Training (URT); Phase 1- RPA Initial Flight Screening (RFS), Phase 2- RPA Instrument Qualification (RIQ), and Phase 3- RPA Fundamentals Course (RFC). Each flying training course syllabus outlines course entry prerequisites, and provides a summary of training/graduation requirements. The Air Education and Training Course Announcement (ETCA) website, **https://etca.randolph.af.mil/,** provides student administration & processing guidance. Air Combat Command (ACC) administers FTU qualification training for the MQ-1, MQ-9, or RQ-4 weapon systems. This AETCI does not apply to ACC controlled training.

1.2. Casual Student Officer Management:

1.2.1. **General**. Casual student officers are those who have reported to their assigned URT base and are awaiting training. AFPC/DPSIP will efficiently schedule casual student officers attempting to minimize casual time prior to students entering the URT pipeline.

1.2.2. **Roles and Responsibilities:**

1.2.2.1. The flying training squadron commander (FTS/CC) manages casual student RPA officers.

1.2.2.2. Wings will not change any professional military education (PME), RFS, RIQ, or RFC training dates. The FTS will develop a list of "Standby Officers" who have completed all initial entry training. Standby Officers may be assigned any RFS training slot that may go unfilled as a result of last minute schedule changes. If a student requires adjustment to the assigned RFS training date, FTS operation officer (FTS/DO) will contact AFPC/DPSIPS at DSN 665-2102 for resolution.

1.2.2.3. The FTS/CC will:

1.2.2.3.1. Categorize casual student officers based on the time between their report date and their RFS class start date. Short-term (90 calendar days or less) casual student officers will stay in the FTS to ensure completion of all in-processing, temporary duties (TDY), and permanent change of station (PCS) requirements, and will only fill short-term or one-time manning details.

1.2.2.3.2. Attempt to detail long-term (more than 90 calendar days) casual student officers within the Operations Group (OG). If a place in the Group is not available, these officers may be detailed throughout the Flying Training Wing (FTW).

1.2.2.3.3. Relieve casual student officers from all details no later than 10 calendar days prior to their RFS or RIQ class start date.

1.2.2.3.4. Place URT eliminees on casual status until they depart the base for a PCS.

1.2.3. **Accountability**. Casual student officers are valuable Air Force members, and the FTS/CC must maintain accountability [delegated to the Student Management Flight Commander (FLT/CC) as desired)]. The FTS/CC maintains administrative control (ADCON) over all casual student officers, regardless of the unit they support. The FTS/CC will ensure casual student officers are ready to start scheduled training, provide continuing professional development, and motivate students for their flying careers. ADCON includes, but is not limited to, the following actions:

1.2.3.1. **Disciplinary Action**. The FTS/CC is the first level authority for all Uniform Code of Military Justice (UCMJ) actions.

1.2.3.1.1. The FTS/CC monitors each casual student officer's performance from the date of arrival until departing the base for his or her follow-on assignment.

1.2.3.1.2. If prior to entry into URT, a casual student officer's performance or conduct becomes questionable and the FTS/CC believes the student should be removed from the RPA pilot training selection list for cause, the FTS/CC will notify AFPC/DPSIP and AETC/A3FR.

1.2.3.1.3. The Wing Commander (WG/CC) will determine if a casual student officer should be removed from the RPA pilot training selection list for cause based on the respective subordinate commander's recommendation and the totality of the circumstances. When the misconduct is serious enough to warrant discharge from service under AFI 36-3206, *Administrative Discharge Procedures for Commissioned Officers*, the responsible AETC show-cause authority initiates discharge action. Otherwise, AETC/A2/3/10 will make recommendations to AFPC/DPSIP concerning reclassification and discharge of these officers. Upon approval, the subordinate commander will provide information to AFPC/DPSIP as required by AFI 36-2110, *Assignments,* for officers eliminated from flying training.

1.2.3.2. **Recalls**. Casual student officers will report to the FTS according to the recall option for accountability and sign-in prior to reporting to their duty assignment.

1.2.3.3. **Duty Hours**. Casual student officer duty supervisors are responsible for maintaining accountability of the casual student officers during all duty periods.

1.2.3.4. **Mentoring.** All casual student officers will be present for mentoring sessions set by the Student Management FLT/CC, as required. Students will be released back to their duty assignments upon completion.

1.2.3.5. **Mishap Reporting**. Casual student officer duty supervisors will notify the Student Management FLT/CC of any on/off-duty mishap. If the duty supervisor completes an AETC Form 435, *Mishap Data Worksheet*, it will be routed through the FTS/CC.

1.2.3.6. **Squadron Commander Calls/Safety Meetings**. Release casual student officers to attend all FTS/CC calls and safety meetings unless their duty is mission critical and their absence is coordinated with the Student Management FLT/CC.

1.2.3.7. **Letter of Evaluation (LOE).** Duty supervisors of casual student officers are highly encouraged to complete an optional LOE, which is the appropriate tool to capture a casual student officer's performance. While the optional LOE is not filed in the

selection record, it provides performance information to the subsequent rater for consideration when accomplishing the follow-on report (training or evaluation report). Officers may include their LOE in a letter to the board (for example, central selection board, force-shaping board, etc.), if convened prior to their next evaluation. In addition to LOEs, excellent performance can be documented with a decoration that will become a part of the selection record. By completing optional LOEs, a level playing field is maintained among all students, regardless of casual status duties. LOEs and decorations will be routed through FTS executive officer (FTS/CCE) and FTS/DO for FTS/CC recommendation and approval.

1.2.3.8. **Leave.** Casual student officers will coordinate leave and pass requests through their duty supervisor prior to submitting them to the Student Management FLT/CC for approval.

1.3. Course Entry Administration. Units will review incoming student records to verify they are complete. Students must meet course entry prerequisites established in the syllabus. If a student does not meet the course entry prerequisites, contact AETC/A3FR before entering the student into training. As a minimum, units will review the following student records (or their equivalents) prior to any formal training:

1.3.1. **Standardization/Evaluation (Stan/Eval) Records.** These records are maintained in the flight evaluation folder (FEF). Depending on aircrew specialty, some individuals may not yet possess an FEF. Students hand-carry FEFs to training according to the ETCA course requirements. If required, flying training units forward applicable AF Form 8, *Certificate of Aircrew Qualification,* and other Stan/Eval records and documents to the student's home or gaining unit upon completion of training.

1.3.2. **Training Folders or Records from Previous Courses.** Review all student records from previous course attendance. Students who have not PCS'd to an operational unit as permanent party members are known as "Pipeline Students." Pipeline students may hand-carry records. If training records are not available, contact AETC/A3FR.

1.3.3. **Student Biographies.** The squadron Registrar collects student biographical data to be included in the Training Integration Management System (TIMS) which encompasses the student training record.

1.4. Quota Management. The Programmed Flying Training (PFT) document establishes the baseline for student quota management, which reflects real-time changes and are the AETC aircrew training primary source documents for class entry dates, student load, and production schedule information. AETC/A3RA maintains the quota management worksheets. AETC provides class quotas annually via electronic PFT pages. AETC/A3RA notifies affected units when quotas change. Contact AETC/A3RA at DSN 487-8067 as needed.

1.4.1. The Registrar should obtain RIQ class entry rosters from the Military Personnel Data System Oracle Training Administration or the Defense Integrated Military Human Resources System not later than two weeks before RIQ class entry. Obtain RIQ rosters as early as possible to allow identification of excess capacity. Contact AETC/A3RA and AFPC/DPPAOT to fill excess RIQ capacity (if identified with adequate lead time). Obtain RFC rosters as soon as possible following RIQ graduation.

1.4.2. Units will report roster discrepancies as soon as they are discovered but no later than three duty days following the class start date. Report changes, discrepancies, and graduation delays to AETC/A3FR, AETC/A3RA, and AFPC/DPPAO. In addition report graduation delays and changes impacting track/aircraft assignment to AFPC/DPAOT.

1.5. Production Metrics Report. AETC/A3RB is the point of contact (POC) for flying training production metrics. At the beginning of each fiscal year, AETC/A3RB uploads the PFT document to the flying training production analysis (FTPA) Web-based input tool (**https://adss.randolph.af.mil/FTPAW-CAC**). The group commander or designated POC will update the FTPA with *actual* entries, gains, losses, attritions, graduate numbers and notes, if applicable. These updates are due five duty days after the class start date and class graduation date.

1.6. Courseware Distribution. Allow access to URT courseware when students are assigned to the URT Squadron. To permit *anytime learning*, allow U.S. Air Force (USAF), AFRC, ANG, USN, USA, USCG, and USMC students access without regard to class start date, once they report to the URT Squadron. Do not allow access for officers not officially entered into URT. **Exception:** International students receive distribution IAW AFSAT/DOR (Air Force Security Assistance Training) Memorandum of Understandings (MOU). Ensure appropriate safeguards exist for classified training materials.

1.7. Special Reporting Procedures for ANG and AFRC Students. The FTS/CC will ensure the following actions are taken: (**Note:** This reporting is exempt from reports control symbol reporting according to AFI 33-324, *The Air Force Information Collections and Reports Management Program.*)

1.7.1. **For ANG or AFRC Students Experiencing Difficulty.** Units will notify AETC/A3G (for ANG), AETC/A3H (AFRC reserve advisor), AFRC/A3TB, and AFRC/A3TT as appropriate, via electronic mail (E-mail) when an ANG or AFRC student requires a progress check (PC) or an elimination check (EC), enters the commander's review (CR) process, is placed on administrative hold, or is eliminated from or reinstated in training. In addition, notify AETC/A3G or AETC/A3H, as appropriate, when a student washes back a class or there is reasonable doubt about a student's potential to complete a training syllabus. Include the student's home unit and NGB/A3O (National Guard Bureau) or NGB/A3OC, or AFRC/A3TB and AFRC/A3TT, as applicable, as addressees on the E-mails.

1.7.2. **Graduation Notification.** If the RFC graduation date changes, the FTS will notify the student's home unit and NGB/A3OC or AFRC/A3TB via E-mail of the student's new graduation date as soon as practical. Ensure the Registrar Office is notified in either case. Send an information copy to AETC/A3G or AETC/A3H, as appropriate.

1.8. Physical Training (PT) Program. Students participate in a scheduled PT program according to the appropriate syllabus, AFI 36-2905, *Fitness Program,* and AETCI 36-2205, Volume 1, *Formal Flying Training Administration and Management.*

1.8.1. USAF URT students will take the Air Force Fitness Assessment (FA) according to AFI 36-2905 during RIQ. Students who tested in all four components and scored an excellent (90 or above) on their latest FA are not required to test prior to the first simulator mission in RIQ unless their one year FA currency will expire during URT. Enter students

who fail the FA into a conditioning program according to AFI 36-2905. If students have not passed the FA by the completion of RIQ, the FTS/CC will:

1.8.1.1. Remove them from training and place them on administrative hold status until passing the FA. Students do not receive a follow-on assignment without a satisfactory FA score.

1.8.1.2. Notify AETC/A3FR.

1.8.1.3. If after 90 calendar days the student has still not passed the FA, enter the student into the CR process and notify AETC/A3FR.

1.8.2. Group (flight, class, etc.) physical training is highly encouraged to build esprit de corps, but it is not required. Units will document PT accomplishments and ensure compliance by each student.

1.8.3. International and USN, USMC, USCG, and USA personnel participate in local unit physical fitness programs as prescribed in course syllabuses and parent organization Regulations, MOUs, and Service Instructions. FTS personnel are authorized to administer those directives and non-USAF students are encouraged to test/participate with USAF students. Non-USAF students are exempt from meeting AFI 36-2205, *Applying for Flying Training, Air Battle Manager, and Astronaut Programs* standards.

1.9. Administrative Hold. Students whose training has been suspended for other than medical reasons for more than seven calendar days will be placed on administrative hold. Units should use administrative hold judiciously for extenuating circumstances, to include family serious illness or death, or other personal problems beyond the individual's control. Units will notify the host aviation resource management (HARM) office and Registrar Office of all administrative hold actions.

1.9.1. Unit will notify AETC/A3FR when:

1.9.1.1. URT or PCS-to-training graduate students are on administrative hold for more than 30 calendar days, or may reach this threshold (reference paragraph **1.10.2**).

1.9.1.2. TDY-to-school funded students have a training delay over seven calendar days (reference paragraph **1.10.3**).

1.9.1.3. URT students are on administrative hold for an FA failure (reference paragraph **1.8.1.2**).

1.9.1.4. Students are on administrative hold for medical reasons.

1.9.2. AETC/A3FR notification will include (when sending Privacy Act (PA)/Personally Identifiable Information (PII) via email, send For Official Use Only (FOUO), digitally encrypted email):

1.9.2.1. Student's Rank, First and Last Name, and last four digits of SSN.

1.9.2.2. Current class and scheduled course completion/graduation date.

1.9.2.3. Date placed on hold and reason for training delay.

1.9.2.4. Expected return to training date (Update AETC/A3FR if this date changes.).

1.10. Training Delay.

1.10.1. **Medical.** A URT student that requires extended medical treatment beyond his or her assigned class start date will be administratively entered into training and placed into duty as recommended by the flight surgeon via the AF Form 1042, *Medical Recommendation for Flying or Special Operational Duty* on the class start date. Adhere to timelines for student administrative hold, and medical extensions according to AETCI 48-102, *Medical Management of Undergraduate Flying Training Students and* AFI 48-123, *Medical Examinations and Standards* (as appropriate for RPA students). Notify the Registrar who administratively manages medical delays.

1.10.2. **PCS-to-Training Students.** If a student is on administrative hold for more than 30 calendar days, comply with para **1.9.1**, and notify AFPC/DPAOC3. Suspension of the student's aeronautical orders and (or) a CR may be warranted for students who spend extended time on administrative hold. Refer to the applicable syllabus for students returning to training.

1.10.3. **TDY-to-School Funded Students.** The assigned training unit will notify AETC/FMAM of any student training delays over seven calendar days because of wash-backs, break-in-training, duty not including flying, administrative hold, disciplinary action, or elimination. Orders may need to be amended for delays over seven calendar days. If the training delay is expected to be greater than 30 calendar days, comply with para **1.9.1**. AETC/A3FR works with AETC/FMAM, ANG, AFRC, AFSAT, and AETC/A1K as needed. Commanders will work with AETC/A3FR to determine the disposition of these students.

1.11. Students in Transition Status. Commanders will assign students awaiting PCS training, eliminees, administrative hold, etc., to duties commensurate with their background, training, and grade.

1.12. Registrar Responsibilities. The Registrar will:

1.12.1. Obtain class entry rosters according to para. **1.4.1**

1.12.2. Report roster discrepancies, changes, and graduation delays according to para. **1.4.2**

1.12.3. Immediately notify the host aviation resource management office when any student is removed from training according to AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Badges.*

1.12.4. Notify AETC/A3FR and AETC/A3RA if there are quota problems.

1.12.5. Immediately notify AETC/A3FR if any student's home unit attempts to recall the student.

1.12.6. Maintain and distribute records and update the training management database according to para. **3.6**, Commander's Review (CR) Records Distribution.

Chapter 2

TRAINING FOLDER

2.1. Introduction:

2.1.1. Each student will have a training folder. The training folder will consist of the electronic TIMS training folder and other required training documents not maintained in TIMS. If a backup version of the TIMS training folder is maintained, the unit will address procedures in local unit guidance. A student may only access his/her own training folder.

2.1.2. In addition to the training folder, the FLT/CC will maintain personal information folders (if required) on students to protect information of a personal nature, inappropriate for public access, or sensitive in nature, and thus not appropriate for the training folder. Use AF Form 174, *Record of Individual Counseling* or AETC Form 173, *Student Record of Academic/Nonacademic Counseling and Comments,* to record counseling entries maintained in the personal information folder. Annotate on an AF Form 4293, *Student Activity Record*, in the student's training folder when a counseling session is conducted.

2.1.3. The FLT/CC will ensure training folders and personal information folders are secured to prevent unauthorized access.

2.1.4. Instructors will ensure each simulator or Desktop Training System (DTS) mission, and academic and ground training event is recorded in the training folder.

2.1.5. Units will establish procedures to conduct periodic student training folder reviews to ensure accurate and complete documentation of each student's training. Documentation may be maintained in the student write-up section of TIMS.

2.2. Contents. Include the following items (or unit equivalent) in the training folder, as needed.

2.2.1. AETC Form 101, *Student Performance Summary*. (**Note**: A memorandum for record (MFR) or AF Form 4293 maintained in TIMS may be substituted for the AETC Form 101.)

2.2.2. AF Form 4293. TIMS

2.2.3. Academic examination grades summary. TIMS

2.2.4. Gradesheets. TIMS

2.2.4.1. Instructors will provide post mission comments in the comment column of the gradesheet on individual maneuvers. Write comments in a way that provides continuity from one instructor pilot (IP) to the next and alerts IPs to the areas and objectives they should concentrate on for the ensuing sortie. As a minimum, provide comments for any maneuver graded below a previously required maneuver item file (MIF) proficiency level unless already documented on an AF Form 4293. Ensure comments are consistent with assigned grades and the course training standards (CTS).

2.2.4.2. As a minimum, under the Comments/Attachments tab in TIMS, instructors will include the mission profile, overall assessment of the student's characteristic performance, Emergency Procedure covered, and any recommendations for the next IP.

2.2.5. CR paperwork.

2.2.6. Messages/E-mail (if applicable).

2.2.7. Student officer's biography (optional).

2.2.8. Student résumé TIMS. The résumé should reflect all approaches accomplished by the student.

2.2.9. Grade report for each category and training medium. TIMS

2.2.10. Record of emergency procedure (EP) training. TIMS

2.2.11. Record of special syllabus requirements accomplishment. TIMS

2.3. Documentation. Accurate documentation of the student's performance is a core competency and integral to the student training process. Failure to do so places the integrity of the training program at risk, fails to portray an accurate picture of the student's actual performance, and improperly influences class ranking. Instructors will use an AF Form 4293 (or unit equivalent) to document student training according to the applicable syllabus and this instruction. Include all AF Forms 4293 in the student's training folder. Instructors will provide a concise summary of the student's training and ensure entries clarify any training action. Begin each entry with date of the event, subject or syllabus lesson numbers, overall lesson grade, and lesson duration (if applicable). End each entry with the name, grade, and duty title of the instructor making the entry. The student, student's assigned IP, and the FLT/CC must initial all entries. If multiple entries are on a single AF Form 4293, each entry will comply with the above guidance. Documentation is required for the following:

2.3.1. Administrative hold.

2.3.2. Temporary medical disqualification. Units may substitute a scanned or electronic copy of the AF Form 1042, in the TIMS training folder for the AF Form 4293 entry.

2.3.3. Failure of any academic examination, category check, PC or EC.

2.3.4. Counseling session.

2.3.5. Initial IP assignment and change of assigned IP or flight.

2.3.6. Assignment to and removal from the commander's awareness program (CAP).

2.3.7. Training folder review prior to a PC, EC, or CR. The reviewing instructor will document any training anomalies, syllabus deviations, etc. that were not previously documented.

2.3.8. Incomplete lessons.

2.3.9. Authorization for additional training (AT) sortie. The authorization authority will identify the reasons for an AT sortie and sign or initial the entry.

2.3.10. Substandard performance occurring on an AT sortie.

2.3.11. Results of the CR for students projected to exceed the syllabus maximum simulator/DTS hour or sortie threshold. **Note:** Use approximately 115 percent of the programmed hour or sortie threshold if the syllabus does not identify a maximum threshold.

2.3.12. Removal from or reinstatement into training.

2.3.13. Syllabus deviations.

2.3.14. Syllabus entry prerequisite waiver or syllabus waiver (required if AETC Form 6, *Waiver Request,* is not included in the electronic training folder).

2.3.15. Motion sickness episodes.

2.3.16. Unusual occurrences that could affect the student's progress.

2.3.17. Lessons graded overall fair (F) or unsatisfactory (U). Instructors will identify and document all maneuvers graded below a previously required MIF and any weak areas that need to be highlighted using the cause-and-effect format to document the substandard performance and identify the root cause. Each MIF item will be addressed separately. Do not use a MIF item to justify a downgrade of other MIF item(s) without a corresponding down grade of the first MIF item. Avoid bundling multiple MIF items under a single MIF item.

2.4. Student Training Records Disposition. A student usually obtains his or her training records during out-processing and hand-carries them to his or her gaining unit. If the record is incomplete when the graduate departs, the Registrar will forward the training record to the gaining unit via certified mail or E-mail within 10 duty days of the student's graduation. The Registrar will use appropriate E-mail encryption features to properly safeguard information sent electronically and will verify the electronic file is received. Refer to **Table 2.1** for appropriate distribution of training documents, including forms, records, and reports. Upon completion of training or disenrollment, maintain the student's records according to AETCI 36-2223, *Flying Training Student Information Management.*

Table 2.1. Training Document Distribution.

Item	A Document	B Student	C Copy Distribution
1	AETC Form 240-5, *Summary Record of Training* (**Note** 1)	U.S. Air Force	Original – flight record folder (per AFI 11-401, AETC Supplement 1, *Aviation Management*)
2	(or unit equivalent)	USN, USA, USCG, USMC	Student – 1 Student's squadron – 1
3		ANG and AFRC	Original – flight records folder (per AFI 11-401, AETC Supplement 1) Student – 1 NGB/A3OC or AFRC/A3TB – 1 (**Note** 2)
4 5		International	International military student office (IMSO) – 1 (**Note** 3) Student – 1 Senior national representative (SNR) – 1 (Note 3)
6	Student training folder (**Notes** 4, 5, 6)	U.S. Air Force, ANG, and AFRC	Original – according to RDS
7		International	On graduation, copy (for all tracks) – to base IMSO Original – according to RDS SNR – 1
8	AF Form 1256, *Certificate of Training*	All Students	Student – 1

Notes:
1. Suspense is 10 duty days after the student graduates or is eliminated. Follow-on training date may require completion of an AETC Form 240-5 immediately after graduation because this form may be required for entry into training.
2. Send this form to NGB/A3OC, 3500 Fetchet Avenue, Joint Base Andrews, MD 20762, or AFRC/A3TB, 155 Richard Ray Blvd, Robins AFB GA 31098-1635, as applicable.
3. The base IMSO complies with distribution procedures in AFI 16-105, *Joint Security Assistance Training (JSAT)*.
4. Suspense is 10 duty days after the student graduates.
5. Upon graduation from URT or PCS for RPA flight training, the host aviation resource management (HARM) office or the local registrar forwards each student's training folder to the gaining FTU base, if the FTU base is an AETC organization. If forwarded by the HARM office, the training folder, AETC Form 240-5 are sealed in an envelope and hand-carried to the student's gaining base. The Registrar may forward the training folder electronically. Use appropriate E-mail encryption features to properly safeguard information sent electronically. If a student's follow-on training is outside AETC, retain the training folders. The gaining unit's HARM office sends the training folder to the Operations Group Commander (OG/CC) for distribution to the appropriate FTS/CC. The last AETC flying base from which the student received training maintains the record for one year after the student departs. Handle international and USN, USA, and USMC records according to this instruction.
6. The IMSO forwards international graduates' training documentation to AFSAT.

2.5. Additional Training Documents. OG/CCs will standardize student training documentation and training folder content IAW w/ para 2.2 and include the following documentation, as required, to fully document student training.

2.5.1. **Aeronautical Orders.** The local HARM office will publish aeronautical orders according to AFI 33-328, *Administrative Orders,* and AFI 11-402.

2.5.2. **AF Form 174 or AETC Form 173.** Use these forms to document counseling sessions concerning students with sensitive personal problems. Keep these forms in the personal information folders maintained by the FLT/CC.

2.5.3. **AF Form 475,** *Education/Training Report***.** Upon completion of RFC, the losing unit will complete a single combined AF Form 475 covering RFS, RIQ, and RFC. The wording for comments on the AF Form 475 should be similar to an officer performance report and signed by the FTS/DO or higher.

2.5.4. **AF Form 1256,** *Certificate of Training.* Award this form to graduates of AETC formal flying training courses. The training unit ensures graduates of the Security Assistance Training Program (SATP) receive an AF Form 1256.

2.5.5. **AETC Form 6.** This form is used for students requiring training waivers. Route waiver requests through the FTS/CC, OG/CC, and WG/CC. Completing this form is self-explanatory.

2.5.6. **AETC Form 31,** *Certificate of Aeronautical Rating.* Award an AETC Form 31 to URT graduates (officers who complete all phases of URT). Completing this form is self-explanatory.

2.5.7. **AETC Form 101.** Generate an AETC Form 101 for any student placed on CAP. (**Note**: A MFR or Documentation maintained in the student write-up section (4293) of TIMS may be substituted for the AETC Form 101.) This information is a permanent part of the student's training record. Specify documented military deficiencies. These deficiencies may include unexcused tardiness or absences, traffic tickets, unaccompanied quarters inspection failures, fitness assessment failures, violations, and dress and appearance according to AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*. Units may maintain an MFR in the student's TIMS training folder in lieu of the AETC Form 101. The MFR must address all areas listed on the AETC Form 101.

2.5.8. **AETC Form 240-5**. Use the following guidance to ensure the AETC Form 240-5 provides an accurate record of training and appropriately documents accomplishments in URT courses:

   2.5.8.1. Generate a form for each student who enters a URT course. For international students, enter numeric check scores rather than overall grades.

   2.5.8.2. Enter remarks on the form for outstanding achievements or awards, such as, distinguished graduate and any other pertinent information to indicate the student's performance, progress, or achievements during the course.

2.5.9. **AETC Form 298,** *Flight Briefing Critique*. Use AETC Form 298 to critique daily flight briefings. Supervisors will complete the form to provide feedback to the FLT/CC. Rate all areas observed during the briefing. Completing this form is self-explanatory.

2.5.10. **AETC Form 499,** *Distinguished Graduate Certificate.* This form is presented to graduate course students selected for distinguished graduate (DG) status.

2.5.11. **AF Form 4293.** This form is used to document information in a student's training folder.

2.5.12. **558 FTS Form 01,** *Student Pilot Personnel Data.* All URT students will complete an 558 FTS Form 01 upon course entry. Completing this form is self-explanatory.

Chapter 3

STUDENT MANAGEMENT

3.1. CAP:

3.1.1. **Objective.** The objective of CAP is to focus supervisory attention on a student's progress in training, specific deficiencies, and his or her potential to complete the program. CAP may also be used to monitor personal issues requiring supervisory attention.

3.1.2. **Categories.** CAP is divided into the following categories:

3.1.2.1. **Flying.** Students demonstrating flying deficiencies in the Simulator/DTS.

3.1.2.2. **Procedural.** Students exhibiting substandard general or EP knowledge.

3.1.2.3. **Academic.** Students exhibiting substandard academic performance.

3.1.2.4. **Motion sickness.** Students exhibiting airsickness/motion sickness.

3.1.2.5. **Military.** Students exhibiting substandard military or professional behavior.

3.1.2.6. **Other.** Students with personal issues requiring supervisory attention.

3.1.3. **Squadron Commander Responsibilities.** The FTS/CC administers CAP. The day-to-day CAP administration may be delegated to the FTS/DO, FTS assistant operations officer (FTS/ADO), or FLT/CC, but the FTS/CC maintains overall authority and responsibility.

3.1.4. **Local Guidance.** Units will develop specific CAP guidance as it relates to the unit's mission. This guidance should address such topics as criteria for different CAP categories, student or training activity restrictions, instructor continuity requirements, placement procedures, and removal procedures.

3.1.5. **CAP Procedures.** The FLT/CC or FTS/CC places the student on CAP and removes the student from CAP when sustained normal progress is demonstrated or when personal issues are resolved. The FTS/CC (or designated supervisor) will be briefed when removing a student from CAP. Although CAP is intended to be a short-term program (one to two weeks), removal should not be strictly event based (for example, passing a category check) if the student's weak areas can carry over into the next unit or category. A student requiring an extended period of increased supervision or repeated placement on CAP should be considered for a PC or EC.

3.1.5.1. While the student is on CAP, tailor training to address the student's particular situation within the limits of the syllabus. The FLT/CC will closely monitor instructor continuity and ensure proficiency standards are not compromised to permit CAP students to progress in training.

3.1.5.2. The immediate supervisor will counsel the student when placed on and removed from CAP. Initial counseling will cover CAP objectives, student training plan, instructor continuity, and CAP removal goals. Additional counseling is done at the discretion of the immediate supervisor but is required if the student fails to meet the CAP removal goals. The supervisor updates goals appropriately and documents all counseling in the student's training folder.

3.1.5.3. The student's immediate supervisor will brief squadron leadership weekly on the student's progress. As a minimum, this briefing will include the student's strong and weak areas, AT details, potential to graduate, and anticipated removal date from CAP.

3.2. Progress Checks and Elimination Checks. PCs/ECs are full mission-profile sorties during which a student's performance is observed, rated potential is evaluated, and ability to complete the course within syllabus constraints is considered. Conduct PCs/ECs according to the applicable syllabus. PCs/ECs are separate from the normal syllabus flow. Students must demonstrate proficiency on the PC/EC to the current stage of training. PCs/ECs are key events in the CR process. Triggers for these events are defined in the applicable syllabus.

3.2.1. **Authorized PC/EC pilots.** Only duly appointed and qualified instructors will administer a PC/EC. Refer to the applicable syllabus for authorized PC/EC pilots. Normally do not evaluate the student with the same PC/EC pilot on consecutive and/or subsequent PC/EC sorties.

3.2.2. **Ground Evaluation.** PC/EC ground evaluations may be conducted as a result of a failed category check/PC/EC for unsatisfactory general knowledge, ground operations, mission planning or EPs, or as the result of a FLT/CC-directed evaluation for failure to progress or meet syllabus standards in procedural knowledge.

3.2.2.1. The designated PC/EC instructor will conduct the entire briefing, ground evaluation execution, debriefing, and assign the overall grade.

3.2.2.2. The ground evaluation should be of sufficient length & breadth and depth to evaluate the student's overall procedural knowledge.

3.2.3. **Grading.** Grade PCs/ECs according to syllabus guidance.

3.2.4. **Incomplete PC/EC.** The PC/EC pilot determines if the sortie is complete. A PC/EC is "Incomplete" only if the mission tasks and objectives could not be completed to ascertain a reasonable evaluation of student performance.

3.2.5. **PC/EC Continuation Training (CT) Meeting.** The FTS/CC will conduct a PC/EC pilot CT meeting annually (minimum) to ensure command and squadron PC/EC philosophy is implemented and standardized.   As a minimum, the meeting should include a review of pass and fail rates by individual PC/EC instructors, and at least one grading scenario brought to a conclusion.   Grading scenarios should generate thoughtful discussion and reference to the individual CTS appropriate for the scenario. Document the meeting in enough detail to allow officers who were unable to attend to read, initial the meeting minutes, and understand what transpired. The meeting may be incorporated into/documented with a quarterly CT meeting.

3.3. Commander's Review Process:

3.3.1. **Overview.** The CR recommends the student's elimination or retention in training. Complete the CR process within 10 duty days (24 duty days for international students) from the date the initiating authority (IA) signs the AETC Form 149, *Record of Commander's Review Action*.

3.3.2. **Entry.** The FLT/CC, FTS/DO, or FTS/CC will enter the student in the CR process as outlined in each syllabus.   Remove the student from training pending final approving authority (AA) decision. Instruct URT students not to attend formal flight room or training

activities until reinstated. Students projected to exceed the syllabus maximum sortie or hour thresholds because of overall poor performance should be considered for a CR. If the syllabus does not identify a maximum threshold, use 115 percent as a guide.

3.3.3. **IA.** The FTS/CC conducting the student's syllabus training is the IA. The IA will:

3.3.3.1. Notify the student in writing of his or her consideration for elimination and brief the student on the CR process (**Figure 3.1**). For international students, also notify the local base IMSO. For ANG and AFRC students, refer to paragraph **1.7**

3.3.3.2. Complete the IA portion of the Commander's Review Checklist and Briefing Guide (**Figure 3.2**) and ensure the Registrar is notified.

3.3.4. **RA.** The OG/CC is the RA. The RA will:

3.3.4.1. Review the student's training and recommend elimination from or retention in training. The OG/CC may delegate this authority to the deputy operations group commander (OG/CD), or operations support FTS/CC. The RA will examine the student's training records and, as deemed necessary, interview the student and FLT/CC or FTS/CC.

3.3.4.2. Complete the RA portion of the CR Checklist (**Figure 3.2**).

3.3.4.3. Suspend the CR if it becomes apparent that circumstances require convening an investigation under the provisions of AFI 51-602, *Board of Officers* or when information arises that would cause the student to be medically disqualified.

3.3.5. **AA.** The WG/CC is the AA. The AA will:

3.3.5.1. Complete the AA portion of the CR Checklist (**Figure 3.2**).

3.3.5.2. Complete AETC Form 149, Section IV, for URT. List any authorized AT. Do not recommend URT eliminees for entry into SUPT. Do not recommend URT academic eliminees for Combat Systems Officer (CSO) training or Air Battle Management (ABM) training. Do not recommend students eliminated for manifestation of apprehension (MOA) or drop on request (DOR) for any flying training or rated career field.

3.3.5.3. Provide a statement in Section IV of AETC Form 149 for medical eliminees evaluating the student's ability to complete training if medically requalified.

Figure 3.1. Example Student Notification Memorandum.

(Date)

MEMORANDUM FOR *(Student's Name)*

FROM: *(Initiating Authority)*

              (Address)

SUBJECT: Commander's Review

1. You are being entered into the commander's review. This review evaluates all circumstances relating to your training and makes recommendations regarding your retention in or elimination from training.

2. You are entitled to submit a "show cause" memorandum identifying any factors that may have affected your training. You may also submit written statements from individuals on your behalf as documentary information. The approving authority uses your memorandum and/or written statements pursuant to the Privacy Act of 1974 as authorized by Title 10, U.S.C., Section 8013. These documents become part of a case file kept at AETC/A3F and are destroyed one year after completion of training according to Air Force Records Disposition Schedule. The case file may be disclosed to any DoD component and may be used for other lawful purposes including litigation. **Note:** You are not required to submit a memorandum or written statement.

3. Submit any written documentation not later than two duty days after receiving this memorandum.

_____

(Initiating Authority's Signature)

1st Ind. *(Office Symbol)*

MEMORANDUM FOR *(Initiating Authority)*   *(Date)*

I acknowledge receipt of this memorandum and that I was briefed on the commander's review process in accordance with AETCI 36-2205, Volume 13.

_____

(Student's Signature)

Figure 3.2. Commander's Review Checklist and Briefing Guide.

Commander's Review (CR) Checklist and Briefing Guide

1. The Initiating Authority (IA):

1.1. Informs the student that CR action is being initiated and states reasons for the action.

1.2. Explains the CR process to the student.

1.3. Removes the student from training pending final AA decision. The IA may elect to continue the student in academic training with RA concurrence. Instructs URT students not to attend formal flight room or training activities until reinstated.

1.4. Completes AETC Form 149, Section I, when the student is considered for elimination.

1.5. Advises the student he or she may submit a show-cause memorandum within two duty days after receiving written notification from the IA of his or her consideration for elimination. The memorandum should address why the student should not be eliminated. It should cite specific reasons and provide any information which may have a bearing on the situation.

1.6. Ensures the student completes AETC Form 149, Section II.

1.7. Forwards the completed AETC Form 149 with the student's show-cause memorandum (if submitted), training records, and any attachments to the RA not later than four duty days after notifying the student.

1.8. Notifies the ARMS manager to suspend the student's aeronautical orders with ASC 04.

1.9. Notifies the Registrar office of the CR to enable tracking of the staff package.

1.10. Notify AETC/A3G (for ANG) or AETC/A3H (AFRC) and NGB/A3O or AFRC/A3TB and AFRC/A3TT as applicable for AFRC and ANG students.

1.11. Notify the base IMSO for international students.

2. The Reviewing Authority (RA):

2.1. Reviews the student's training and recommends elimination from or retention in training.

2.2. Completes AETC Form 149, Sections III, and forwards the form with all applicable records to the AA for final decision. Include a written summary of significant facts and specific rationale used to arrive at the recommendations.

2.3. Informs the student of the sequence of events for CR.

2.4. Informs the student of individual rights for legal assistance and representation if convened under AFI 51-602, *Boards of Officers*.

3. The Approving Authority (AA):

3.1. Reviews the student's records and RA's recommendations.

3.2. Decides whether the student is retained in or eliminated from training.

3.3. Completes AETC Form 149, Sections IV, including remarks on the student's officership and, in the event of elimination, recommending a follow-on career field.

3.4. Informs the student, upon elimination, of the opportunity to indicate personal desires for retention in service and future training according to AFI 36-2110, *Assignments*. Explains the possibility of reassignment action or release from extended active duty under the separation policies.

3.5. Notify AETC/A3G (for ANG) or AETC/A3H (AFRC) and NGB/A3O or AFRC/A3TB and AFRC/A3TT as applicable of final disposition for AFRC and ANG students.

3.4. Student Eliminations:

3.4.1. All undergraduate students will go through a CR before being eliminated from training.

3.4.2. Students should be eliminated if they:

3.4.2.1. Exhibit lack of adaptability (LOA), which is the inability to complete the course because of physical, psychological, or personality factors. LOA eliminees require an evaluation from both medical and rated personnel. This category includes recurring motion sickness and MOA. Medical and rated personnel conducting the evaluations will document the results in the student's training folder. They will specify the physical, psychological, or personality factors that led to the LOA determination. In addition, they will annotate specific deficiencies in Section IV of AETC Form 149.

3.4.2.2. Fail to meet proficiency standards of the syllabus.

3.4.2.3. Fail to demonstrate the potential to complete the course within syllabus constraints.

3.4.2.4. Receive punitive action under the articles of the UCMJ.

3.4.2.5. Fail to meet standards prescribed in AFI 36-2905.

3.4.3. Students will be eliminated if they:

3.4.3.1. Drop on Request (DOR). The FLT/CC will counsel students on the ramifications of DOR (i.e., permanent disqualification from flying status and possible reclassification proceeding) prior to entering non-rated students into a CR. Note: USAF Rated officers enrolled in URT are processed IAW AFI 11-402, reference Chapter 4, Flying Evaluation Board (FEB), if they attempt to DOR.

3.4.3.2. Become medically disqualified, unless a flight surgeon determines the disqualification may resolve within 12 months of the initial disqualification. In the latter instance, place the student in administrative hold status. Refer chapter 4 of this publication for additional guidance. **Note:** For those students funded under the TDY-to-school program, the assigned unit will notify AETC/A3F and AETC/FMAM as soon as the administrative hold status becomes probable.

3.4.3.3. Initiate action to separate from the service.

3.4.3.4. Get recalled by the parent unit, higher headquarters, or home country. **Note**: Units will not allow students to be recalled without prior coordination with AETC/A3F.

3.4.3.5. Get involved in drug abuse substantiated by reliable evidence.

3.4.3.6. Get adjudicated absent without leave, are confined, or have deserted.

3.4.3.7. Become hospitalized for an extended period (as determined by the WG/CC). Student may be considered for reinstatement at a later date.

3.4.3.8. Demonstrate improper attitude or lack of responsibility toward assigned duties or obligations. This may include character disorders that raise doubt about the student's fitness for training.

3.4.3.9. Fail two ECs total. AETC/A2/3/10 is waiver authority for this requirement.

3.4.4. If they meet misconduct or non-judicial punishment criteria outlined IAW AETC/CC policy memos for officer standards while enrolled in AETC rated training. Based on the totality of the circumstances, the respective subordinate commander will recommend whether an officer should be eliminated from training. When the misconduct is serious enough to warrant discharge from service under AFI 36-3206, the responsible AETC show-cause

authority will initiate discharge action. In the absence of other guidance, AETC/A2/3/10 will make recommendations to HQ AFPC concerning reclassification and discharge of these officers.

3.4.5. AETC/A2/3/10 will monitor elimination of female and minority students from flying training. AETC/A3R will collect URT female and minority elimination data. The data is generated from information each flying unit provides as part of the AETC Decision Support System.

3.5. Student Dispositions:

3.5.1. Students reinstated into training after a CR will complete a PC or EC (as appropriate) following completion of any AT authorized by the AA in Section IV of AETC Form 149. Students reinstated after academic deficiencies must repeat the examination after appropriate AT. Students reinstated following a flying evaluation board will complete AT directed by the final approval authority.

3.5.2. After completing AETC Form 149, Section IV, units will process eliminated students under AFI 36-3206, AFI 36-3207, *Separating Commissioned Officers,* AFI 36-2110, or the ETCA. Additionally, units will process international students according to AFI 16-105, rated officers according to AFI 11-402, and pipeline or PCS students through appropriate personnel channels.

3.6. CR Records Distribution:

3.6.1. The Registrar or similarly designated authority will maintain original CR records according to the RDS and distribute them within 10 duty days of CR completion. These records must be available for review.

3.6.2. Units will distribute eliminated officers' CR records as outlined in **Table 3.1** and maintain them according to the RDS.

3.6.3. The Registrar will ensure each elimination case is updated in the training management database with an elimination explanation.

3.6.4. The servicing flight management office will update ARMS with the appropriate disqualification code.

Table 3.1. Officer CR Records Distribution.

Item	A Form or Item	B Type of Student	C Copy Distribution
1	AETC Form 149 (**Note** 1)	Active Duty Air Force	AETC/A3FR – 1 AFPC/DPSIP and AFPC/DPAOT3 – 1 each (**Note** 2)
2		USN, USMC, USCG	AETC/A3FR – 1 CNATRA/N3 – 1 (**Note** 3) (Chief of Naval Training)
3		ANG	AETC/A3FR – 1 NGB/A3OC – 1 each (**Note** 4)
4		AFRC	AETC/A3FR – 1 AFRC/A3TB– 1 (**Note** 5)
5		International	AFSAT/DO – 1 (**Note** 6)
6	Notification memorandum (**Note** 7)	All	AETC/A3FR – 1
7	Show cause memorandum (**Note** 7)		
8	Student training folder (**Note** 7)		
9	Individual flight record (rated only) (**Note** 7)		
10	AETC Form 240-5 (**Note** 8)		
11	AF Form 422, *Notification of Air Force Member's Qualification Status* (**Note** 8)		
12	SF 502, *Medical Record – Narrative Summary (Clinical Resume)* or equivalent form (**Note** 8)		AETC/A3FR – 1 (medical eliminations only)
13	558 FTS Form 01 (**Note** 8)		AETC/A3FR – 1
14	Order awarding aeronautical rating (**Note** 8)		
15	Order rescinding aviation status (**Note** 8)		

Notes:
1. Suspense is 10 duty days after CR completion.
2. AFPC/DPSIP and AFPC/DPAOT3, 550 C Str West, Ste 10 and 33 (respectively), JBSA Randolph TX 78150-4723.
3. CNATRA/N3, 250 Lexington Blvd, Ste 102, NAS Corpus Christi TX 78419-5000. Other service components to be distributed by AETC/A3FR as needed.
4. NGB/A3OC, 3500 Fetchet Avenue, Joint Base Andrews, MD 20762, or *E-mail*.
5. AFRC/A3TB, 155 Richard Ray Blvd, Robins AFB GA 31098-1635, or *E-mail*.
6. AFSAT/DO, 315 J Street West, JBSA Randolph TX 78150-4302, or *E-mail*.
7. For CR packages, attach Items 6 through 10 of this table (in order) to the AETC Form 149. Suspense is 10 duty days after CR completion.
8. For CR packages for students eliminated from training, attach Items 6 through 15 of this table (in order) to the AETC Form 149. Suspense is 10 duty days after CR completion. Forward CR packages to AETC/A3FR in electronic portable document format (.pdf) to aetc.a3fr.workflow@us.af.mil. For packages containing PA or PII info, send packages in Digitally Encrypted format.

Chapter 4

MEDICAL MANAGEMENT REQUIREMENTS

4.1. General. This chapter establishes student management requirements for appropriate medical and operations personnel. Operations and medical personnel must ensure commanders are informed when students exhibit MOA/adverse psychological symptoms or other medical conditions that affect daily student training decisions. Supervisors must also strive to keep students motivated and accomplishing missions on a regular basis.

4.2. Motion Sickness Procedures for URT Students (Simulator):

4.2.1. Students must meet MIF standards to continue simulator training. Early in RIQ, the instructor may help students overcome the impacts of motion sickness by changing the profile, pausing the simulator, or if necessary, terminating the mission when symptoms persist. Use sortie termination as a last resort since continued exposure to the flight environment enhances physiological adaptation. As students progress in training, instructor assistance decreases.

4.2.2. FLT/CCs and instructors will send students who experience active or passive motion sickness to the flight surgeon for examination, counseling, and treatment as soon as practical and before the next simulator sortie. Document all episodes of airsickness on AF Form 4293.

4.2.3. URT students experiencing motion sickness episodes will be entered into the airsickness management program (AMP). While participating in AMP, students will continue the normal training syllabus flow. AMP is outlined in AFI 48-123, and AETCI 48-102.

4.2.4. The FLT/CC will place students who experience motion sickness on three or more sorties on CAP.

4.2.5. After three episodes of motion sickness, instructors will grade RIQ students as unsatisfactory overall when they develop motion sickness resulting in (1) IP intervention, (2) relinquishing aircraft control, (3) significant mission impact, or (4) premature sortie termination.

4.2.6. Limit student pharmacological therapy to a maximum of three sorties.

4.2.7. Following any episode, the student's next simulator must be with an IP.

4.2.8. After the third motion sickness, and every episode thereafter, the FTS/CC will assess the student's potential to complete training. If the student's potential to graduate is high, the FTS/CC will make an entry on the AF Form 4293 to continue the student in training. If the student's potential to graduate is low, the CR process will determine whether the student is retained in or eliminated from training. Conduct student eliminations according to AETCI 48-102.

4.2.9. Commanders will process USAF rated officers in URT who cannot overcome motion sickness problems according to AFI 48-123. Squadron supervisors should coordinate closely with the chief of aeromedical services for each of these special cases. Consult AETC/A3FR for USA, USN, USMC, and International students (coordination with appropriate service HQ

and International student management) who are unable to overcome motion sickness problems.

Chapter 5

STUDENT TRAINING

5.1. Flight Commander Responsibilities. The FLT/CC is the first echelon of command responsible for safely and efficiently scheduling people, missions, and training resources. The FLT/CC must know the capabilities and experience levels of all flight members and ensure they accomplish the right mission at the right time according to applicable syllabuses and directives. Safety must remain paramount in the FLT/CC's mind. FLT/CCs will keep the operations supervisors informed of the training plan and any changes and will:

5.1.1. Supervise and monitor student training.

5.1.2. Assist students and supervisors with the training review process and provide for discipline, physical and mental well-being, and general welfare of students. The FLT/CC must be aware of each student's progress in all areas, including the potential effect of external factors (personal problems, etc.). FLT/CCs help students when they:

5.1.2.1. Counsel students determined to be marginal performers or those placed on CAP and conduct follow-up counseling as often thereafter as necessary.

5.1.2.2. Counsel students as necessary on appropriate management issues, including personal problems and disciplinary matters. If additional assistance is necessary, refer students to the appropriate base support agencies (Chaplain, Legal Office, etc.).

5.1.3. Maintain student training folders according to **Chapter 2** of this instruction, local guidance, and the applicable syllabus.

5.1.4. Ensure student compliance and documentation of PT accomplishments.

5.1.5. Coordinate with academic supervisors on individual student performance.

5.1.6. Ensure students are briefed on assignment opportunities as applicable.

5.1.7. Brief student leaders on the scope and limits of their responsibilities.

5.1.8. Assist in syllabus-directed functions.

5.2. Syllabus Resource Management. The FLT/CC and FTS/CC are responsible for the management of student simulator hours. Each syllabus unit has an associated number of simulator missions and hours. On average, the syllabus mission and any AT, PC, or EC sorties should reflect the average mission duration (AMD) for the unit of training. IPs should closely adhere to the syllabus AMD. The AMD should not be exceeded except for extenuating circumstances or to meet training objectives.

5.3. Additional Training Sorties. AT sorties provide extra training to students in specific circumstances, to include category check failure, break-in-training, CR reinstatement, syllabus waiver, OG/CC corrective actions, or as otherwise specifically authorized by the syllabus. Refer to the applicable syllabus for authorized AT sorties and specific guidelines.

5.3.1. Adaptation to Corrective Lenses (Coded XXX84). These sorties are authorized for students who experience training difficulties and require corrective lenses. Normally, these sorties are accomplished in the current unit; however, they may be accomplished in a

different category if required. The next syllabus simulator flown after these sorties must be dual.

5.3.2. Warm-up/Break-in-Training (Coded XXX86). These sorties are authorized for delays in training and will be accomplished only when remaining syllabus sorties are insufficient to compensate for the student's break in training.

5.3.3. Reinstatement by CR (Coded XXX87). These sorties may be authorized for students reinstated into training after a CR.

5.3.4. International (Coded XXX87). These sorties are authorized as outlined in the individual syllabus for international students who may not be able to meet MIF standards because of such factors as language or cultural differences. Obtain advance authorization for additional simulator hours according to guidance in the individual syllabus and this instruction.

5.3.5. Total Sortie/Simulator Time (Coded XXX87). Students will accomplish these sorties to meet minimum syllabus sorties or simulator time requirements. These sorties are normally full mission profile and are authorized when it becomes apparent they are needed. When possible, schedule them prior to checks to enhance student proficiency.

5.3.6. Prior to PC and EC (Coded XXX87). These sorties may be authorized before a PC and EC. These sorties are not automatically given to every student. They are reserved for cases where the FTS/CC determines some training irregularity or anomaly has occurred, and the student has demonstrated the potential to complete the syllabus. Document the training irregularity or anomaly as part of the AF Form 4293 AT authorization entry.

5.4. Ground Training Units (GTU):

5.4.1. GTUs are instructional lessons that are normally prerequisites for simulator missions and complement academic instruction.

5.4.2. Instructors are responsible for teaching GTUs according to instructor guides. Instructors may teach the GTUs to students on an individual or group basis.

5.4.3. Syllabus time for GTUs is an approximate time to complete the lesson. Log the completion time, date, and actual training time in TIMS.

5.5. Formal Flight Briefings. RIQ flights will conduct daily formal flight briefings before the first scheduled simulator period. The briefing will cover current and forecast weather, operations notes, flying safety, and (or) a standardization briefing. Unless excused by the FLT/CC, students and *assigned* instructors must attend the formal flight briefing; *attached* instructors are highly encouraged to attend. The FLT/CC may cancel the formal brief if needed and assigned instructors will cover the required daily information in the aircrew briefing.

5.6. Flying Safety Briefings. RIQ flights will conduct these briefings at least once a normal workweek. Briefings should emphasize aircraft mishap prevention and promote group discussion to improve student judgment and confidence.

5.7. Standardization Briefings. Emphasize group discussion and individual student questioning on selected topics. Briefings should be structured to assist in the development of judgment, proper application of procedures, and realistic use of available publications.

5.7.1. The standardization briefing should include a standup EP situation.

5.7.2. RIQ flights will conduct standardization briefings at least three times during a normal workweek. The standardization briefings may be in conjunction with formal flight briefing or at a time that ensures maximum IP and student participation. The FLT/CC may use his or her discretion whether or not to accomplish standardization briefings when the class is within five training days of scheduled graduation.

5.8. Cockpit/Crew Resource Management (CRM) Briefings. AFI 11-290, *Cockpit/Crew Resource Management Training Program,* and its AETC Supplement outline requirements for the CRM training program. CRM briefings will address human-factor causes in aircraft mishaps. Use real-world mishaps as examples in the briefings. Brief CRM to students at least once every other week. Brief and debrief CRM core concepts and skills on every simulator mission. CRM briefings may be substituted for safety or standardization briefings, but they are not testable.

5.9. Mission Briefings. These briefings set the tone of the lesson. Cover specific objectives, mission accomplishment, and specific simulator restrictions. Discuss techniques and procedures for flying the mission before or after the mission briefing. An instructor will brief students prior to all solo syllabus-directed simulators. IPs having continuity with the student should accomplish this briefing. Document the briefing with an electronic grade book entry, or a locally approved substitute document. Post-mission briefings measure the success in accomplishing the mission objectives. Refer to the appropriate AFI 11-series publication for briefing formats. The applicable syllabus contains mission briefing requirements.

5.10. Student Standardization Program. The standardization program consists of briefings and tests to ensure students maintain the highest proficiency level in procedural knowledge and application. All RIQ flights will administer a weekly EP quiz (EPQ) covering general and EP knowledge appropriate for the student's stage of training. The minimum passing score on all flight line tests is 85 percent and 100 percent for Boldface tests. If an international student fails a written test, the instructor will determine if English comprehension is a significant contributing factor. If so, the instructor may give the student an oral retest.

5.10.1. The EPQ may be administered in printed or electronic format. Printed EPQs will be numbered sequentially for accounting purposes. Immediately prior to administering the EPQ, the unit Stan/Eval member or testing administrator will:

5.10.1.1. Generate a 20-question EPQ with a representative number of questions from each assigned reading area.

5.10.1.2. Secure the room and administer the EPQ.

5.10.1.3. Collect any printed EPQs and answer sheets and account for each numbered copy.

5.10.1.4. Grade the EPQ; record the scores; and destroy all test copies, answer sheets, the answer key, and (or) electronic versions.

5.10.2. Use the TIMS *RIQ Syllabus Emergency Procedures Tab* to supplement the standardization program. This form contains a list of EPs to cover during T-6 based RPA training. Completing this form is self-explanatory.

5.10.3. Boldface emergency procedures and operating limitations worksheets are available on the AETC/A3V website at **https://www-r.aetc.af.mil/do/dof/download.asp**.

5.11. Incomplete Sorties:

5.11.1. Except for category checks, PCs, and ECs, the FLT/CC will determine if a sortie is incomplete. He or she will:

5.11.1.1. Evaluate each situation on an individual basis. (**Note**: If a student has had ample opportunity to learn a task and subsequently accomplishes a short sortie, do not incomplete the sortie. Also do not incomplete a lesson solely because an individual maneuver is omitted when the omitted maneuver can be accomplished on the next sortie without degrading accomplishment of future training objectives.)

5.11.1.2. Consider the sortie's effect on the quality of the student's training and each student's prior training opportunities as well as the remaining sorties available to accomplish training objectives. The syllabus provides a means of AT for students who do not progress to the end of unit MIF proficiency requirements.

5.11.1.3. Ensure both above- and below-average students are afforded the same training opportunities to refine their skills.

5.11.2. Incomplete sorties do not break a string of unsatisfactory syllabus sorties.

5.12. Grading Procedures. Instructors will grade student training according to the applicable syllabus. The CTS is the baseline for all maneuver grading. Student performance must be compared to the CTS before assigning maneuver grades. Overall lesson grades must be consistent with syllabus guidance, the student's documented progress, and overall performance.

5.13. Category Checks. Category checks validate students have achieved the required proficiency for a category, are conducted according to the applicable syllabus, and are graded against the course training standards using the required MIF proficiency as the baseline.

5.13.1. **Profile.** The FTS/DO or Check FLT/CC will ensure a cross-section of maneuvers optioned in the category check MIF are sampled regularly on category checks.

5.13.2. **Grading.** Checks are syllabus events and the CTS must be applied exactly as on daily events. The starting point for assigning any maneuver grade is the CTS which equates to satisfactory proficiency level or a letter grade of G. The instructor will grade student maneuvers according to the applicable syllabus, grading completed checks excellent (E), good (G), or unsatisfactory (U) overall.

5.13.3. **Incomplete Checks.** With FTS/DO or Check FLT/CC approval, checks may be considered incomplete if no maneuver completed by the student was graded below MIF and either all required maneuvers were not accomplished or the number of maneuvers accomplished was insufficient to reasonably assess the student's overall performance. If a check is incomplete, the student need only perform those maneuvers necessary to complete a normal check profile on the subsequent re-check.

5.14. Squadron Stan/Eval CT Meetings. The FTS/DO or Stan/Eval FLT/CC will conduct CT meetings at least quarterly to ensure grading philosophy, practices and standards are consistent and standardized. All individuals who conduct category checks are required to attend. As a minimum, each meeting should include a review of pass and fail rates by category for each check administered since the last CT meeting, category check weak areas or trends, pass and fail rates of individual check pilots, and at least one grading scenario brought to a conclusion. Document the meetings in enough detail so that those who have an authorized absence can read the meeting minutes and understand what transpired.

5.15. Wash Back. When a student washes back into another class, the FTS/CC is the approving authority for determining the appropriate TIMS version of the syllabus to use to continue the student's training. Ensure the Registrar is promptly notified of a wash-back in order to update TIMS and the Military Personnel Data System (MilPDS).

5.16. Civilian Flight Training. Students rated by the Federal Aviation Administration (FAA) (private pilot, commercial pilot, etc.) may fly civilian aircraft during URT. Students may not pursue new FAA ratings or certifications after entering RIQ. Prior to conducting any civilian flying, all URT students will complete an AETC Form 410, *High-Risk Activities Worksheet*, and submit the form for commander approval.

5.17. Flight Planning Software use in URT. Flight instruction of flight planning principles in URT is focused on the understanding of the key concepts involved in flight planning and application of those concepts through the use of flight planning software. Early in RIQ, the objectives focus on the skills to produce computer generated flight planning products. Emphasis is placed on manual flight planning skills to validate computer-generated products. RIQ students will only use approved flight planning software. Later missions build on the flight planning skills and conceptual understanding learned earlier. Students plan and accomplish applicable sorties using software-based flight planning methods according to syllabus requirements.

5.18. Computer Assisted Instruction (CAI). If CAI is not operating, reschedule the lessons to maximize the use of CAI. The OG/CC-appointed TIMS manager (TM) may approve classroom presentation of CAI lessons on a one-time basis. Instructors must know their subject well enough to instruct CAI lessons, but need not prepare formal lesson plans. **Note**: The TM must notify AETC/A3IS in writing within five duty days after teaching CAI lessons in the classroom. The notification must include the date of occurrence, student class or section, course hours, and reason for classroom instruction. Repeated use of classroom presentations instead of CAI lessons requires an approved waiver from AETC/A3F.

Chapter 6

UNDERGRADUATE INTERNATIONAL TRAINING

6.1. International Military Student (IMS) Training. IMSs receive Air Force formal course training under the International Military Education and Training (IMET) Program, a foreign military sales (FMS) case, a counter-drug program, or as part of a presidential draw down initiative. These activities are part of the DoD SATP. The administration of SATP students generally adheres to the procedures outlined in the preceding chapters, but there are certain exceptions. This chapter addresses only those areas where SATP student administration differs from Air Force student administration. Follow the procedures outlined in Chapters 1 through 5 for any area not covered in this chapter.

6.2. International Military Student Officer (IMSO). Each Air Force installation will appoint an IMSO to handle administrative affairs per AFI 16-105. Training units conducting security assistance training, to include orientations, must maintain a close liaison with their installation IMSO.

6.3. Training Administration. AFSAT administers all international technical, flying, professional military education, and basic military training within AETC. Units will send questions about administrative procedures to the installation IMSO who, in turn, will notify the appropriate AFSAT country manager.

6.4. Student Data Screening. Training units will screen student records as outlined in AFI 16-105. The installation IMSO will conduct a thorough review of the student's Invitational Travel Order (ITO) and appropriate amendments according to AFI 16-105.

6.5. Student Training Records. The IMSO will maintain student training records according to AFI 16-105.

6.6. Assigning and Using Student Training Numbers. The U.S. Security Assistance office from the IMS's country will assign a student training number, consisting of four digits and two letters and appearing immediately after the student's name on the ITO. Enter this number immediately after the student's name on all records, certificates, awards, and other similar documents. (**Exception:** TIMS records or other electronic records that do not support the four digit/two letter system.).

6.7. Training Summary. Training units will:

6.7.1. Use AETC Form 240-5; DD Form 2496, *International Student Academic Report*; or an AETC/A3F-approved substitute for the training summary. **Note:** The base IMSO will assist training units to complete required forms.

6.7.2. Enter the SATP training number after the student's name.

6.7.3. Record awards, special certificates, or other achievements after the course summary section. The training unit will attach a copy of award citations, letters of appreciation, certificates, etc., to the training summary. The installation IMSO is responsible for complying with AFI 16-105. The training unit will ensure the IMSO is aware of special awards of citations accompanying the training summary.

6.7.4. Enter the foreign country and IMET program year (or FMS case designator) and worksheet control number (WCN) in the top right corner of the AETC Form 240-5 (above training base). The training unit may obtain this data from the ITO or the base IMSO. **Note:** When using the DD Form 2496, enter this data in the appropriate blocks.

6.8. Additional Training Hours:

6.8.1. **Requesting Additional Hours.** With OG/CC approval, the IMSO will request additional hours from the appropriate AFSAT country manager to obtain country approval (for hours in excess of the additional hours authorized by the syllabus). The request must include the student's name, country, FMS case, line number, WCN, approximate number of additional hours required, and a summary of the student's problems and the probability for successful course completion. On the request, include AETC/A3FR, AETC/A3RA, and AETC/IA as informational addressees.

6.8.2. **Reporting Procedures for Additional Sorties or Hours.** To ensure a student's country is appropriately charged for additional sorties accomplished, the IMSO will provide the following information within five duty days after course graduation to AFSAT JBSA RANDOLPH TX//DO// (message) or via E-mail: **AFSAT.workflow@us.af.mil.**

6.8.2.1. Student's name.

6.8.2.2. Training unit and base.

6.8.2.3. Military articles and services listing number.

6.8.2.4. WCN.

6.8.2.5. Country, case, line, or IMET program year.

6.8.2.6. Number of additional hours approved by OG/CC for AT following AFSAT country manager coordination.

6.8.2.7. Number of additional hours accomplished.

6.8.2.8. Type of Simulator accomplished.

6.8.2.9. Fiscal year when the hours were accomplished.

6.8.2.10. Start training date and graduation date.

6.8.2.11. POC name and telephone number.

6.9. Holiday Scheduling. All international military students may be authorized an additional two days each year to observe national and (or) religious holidays. Coordinate specific days for each country through AFSAT and the IMSO.

Chapter 7

URT STUDENT ASSIGNMENT PROCESS

7.1. Overview:

7.1.1. Students receive Major Weapon System (MWS) and location assignments based on demonstrated potential to successfully complete required follow-on training. Assignments consider three elements:

7.1.1.1. Needs of the Air Force.

7.1.1.2. Assignment availability.

7.1.1.3. Student desires.

7.1.2. To aid commanders, the Merit Assignment Selection System (MASS), a command-directed performance measurement tool, is used. One MASS score provides student relative ranking within his/her class and is used for assignment selection and another MASS score provides a final graduation order of merit.

7.1.3. The WG/CC is the approval authority for all MWS assignment decisions. Any waivers or deviations from this process must originate from the WG/CC for review by AETC/A3F.

7.2. Career Information:

7.2.1. Before assignment, wings will provide students with MWS-specific career information. This information should help students make informed choices when requesting specific training tracks, aircraft, or location. Specific information should include mission duties, career path and advancement opportunities, and average TDY commitments.

7.2.2. URT students will make their career requests on AF Form 3849, *PME/AFIT/RTFB/Officer Worksheet*, or local OG/CC-approved form. See **Figure 7.1** for a sample AF Form 3849. **Note:** Inform students with special-needs dependents or other special circumstances to make these situations known to their chain of command.

7.3. MASS:

7.3.1. FLT/CC or appropriate squadron representative will present a comprehensive briefing to each class (including absent students) to ensure understanding of the MASS methodology. The FLT/CC or other appropriate squadron representative must ensure he or she subsequently briefs any student who is unavoidably absent.

7.3.2. MASS generates a merit ranking which is an overall assessment of the student's airmanship and capability based upon demonstrated performance. It includes the FLT/CC's assessment of the student's flying skills, leadership, teamwork, officership, attitude, and potential to complete follow-on training.

Figure 7.1. Example AF Form 3849.

PME/AFIT/RTFB/OFFICER WORKSHEET				
PRIVACY ACT STATEMENT				
AUTHORITY: 10 U.S.C. 8013 and EO 397 *PURPOSE:* To provide a vehicle for the officers to indicate his or her preferences. SSN is used for positive identification. *ROUTINE USES:* None. *DISCLOSURE:* Mail form to the appropriate officer				
PART I – MEMBER IDENTIFICATION DATA *(MANDATORY)*				
NAME (Last, First, Middle Initial) Lightning-Bug, Ryan A	SSN 123-45-67-89	GRADE 2Lt	DAFSC/CODE ID N/A	LOCATION JBSA Randolph
PART II – PREFERENCES				
1ST	MQ-1, Cannon AFB, NM			
2ND	MQ-1, Creech AFB, NV			
3RD	MQ-1, Whiteman AFB, MO			
OVERSEA COUNTRY/LOCATION PREFERENCES				

	1ST	**2ND**	**3RD**	**4TH**	**5TH**
LOCATION	Italy	Guam			

PART III – MEMBER'S COMMENTS			
4TH - MQ-9, Cannon AFB, NM 5TH - MQ-9, Creech AFB, NV 6TH - MQ-9, Ellsworth AFB, SD 7TH - RQ-4, Beale AFB, CA 8TH - RQ-4, Grand Forks AFB, ND Comments: My preferences are based on aircraft over location. I also prefer ACC over AFSOC for MAJCOM			
SIGNATURE //signed-RAL//Ryan A. Lightning-Bug, 2Lt, USAF	DATE 20130415	PHONE	
		DSN	COMMERCIAL
PART IV – COMMANDER'S/SUPERVISOR'S RECOMMENDATION *(MANDATORY)*			
REMARKS:			
SIGNATURE //signed-GDR//Grim D. Reaper, Lt Col, USAF	DATE 201300501	PHONE	
		DSN	COMMERCIAL

AF Form 3849, 19960101, V2   Previous edition is obsolete

7.3.3. A TIMS MASS transaction is required for each URT class for the MWS assignment. Complete a MWS assignment MASS that includes RFS, RIQ and as much as RFC (limited by AFPC assignment timing constraints) as practical. Depending on AFPC constraints, the

FTS/CC runs the assignment MASS when required to make the best MWS assignment decision possible. Complete a finalized MASS to determine the final class merit order for each URT class after RFC completion. The FTS/CC ensures a finalized MASS is performed in TIMS that captures all RFS, RIQ, and RFC data.

7.3.4. RFS uses Graduate Training Integration Management System (GTIMS) as the training management system. The RFS GTIMS MASS calculated score is input manually into the TIMS system as an external entry.   The RFS score is validated by AETC/A3FR approximately three weeks after class graduation from RFS. Officers who are exempt from RFS receive the class average (academic, daily performance, and checkride) MASS scores from the most recent graduated RFS class.

7.3.5. AETC/A3F and AETC/A3IS ensure the correct TIMS identification types and score weights are used to meet the percentages outlines in paragraph 7.5 and 7.6.5 below.

7.3.6. FTS/CC consults AETC/A3FR as needed for students who have lengthy admin hold, late graduations, or other student issues that may compromise the MASS score to ensure fairness in MASS calculations.

7.4. Computing MASS Standardized Scores. Use the following statistical methodology to compute MASS standardized scores. The Arithmetic Mean, **Figure 7.2**, the Standard Deviation, **Figure 7.3**, a z-score, **Figure 7.4**, and a M-score, **Figure 7.5**, are computed.

Figure 7.2. Arithmetic Mean (average) (μ).

$$\mu = \frac{\sum_{i=1}^{N} X_i}{N}$$

Note*:* N is the number of students in the class, and Xi is the individual's score (academic examination average, daily maneuver score, check score, etc.).

Figure 7.3. Standard Deviation (σ).

$$\sigma = \sqrt{\frac{\sum_{i=1}^{N} (X_i - \mu_x)^2}{N}}$$

Note*:* N and Xi are defined in paragraph **Figure 7.2.**, and ux is the mean score for the category (academic examination average mean, daily maneuver score mean, check evaluation score mean).

Figure 7.4. Number of standard deviations from the mean (z-score).

$$z = \frac{X_i - \mu}{\sigma}$$

7.4.1. T-score: T = 50 + [10*(z-score)].   T-scores are weighted according to these calculations. Add the weighted T-scores to compute the total merit score.

7.4.2. Compute maneuver (M) scores for daily flying and check performance based on the following formula:

Figure 7.5. Maneuver performance score (M-score).

$$M\ score = \frac{M\ points\ received\ x\ 100}{M\ Points\ attempted}$$

7.4.2.1. Each maneuver has scores for unsatisfactory, fair, good, and excellent. Critical maneuvers are weighted more heavily. (ILS final is weighted more than confidence maneuvers.) Weighted grade values for individual maneuvers are available in the maneuver gradefiles. For an incomplete sortie or a PC/EC sortie following a failed category check, the maneuver score is based on the first graded attempt of the maneuver.

7.4.2.2. AETC/A3FR determines subarea weights and ensures AETC/A3F and AETC/A3IS use correct weighted values in TIMS based on current syllabus in use by RFS, RIQ, and RFC.

7.5. URT MWS Assignment & Merit Ranking. Use the percentages in **Table 7.1** to determine the ratio of input weight.

Table 7.1. URT MASS Score Input Ratio.

URT MASS Score Input Ratio		
RFS (Pueblo, CO)		**30%**
Academics	30%	
Daily Sorties	40%	
Final Checkride (R990)	30%	
RIQ (JBSA Randolph TX)		**50%**
Academics	10%	
Daily Sims	40%	
Instrument Evaluation (I2390)	20%	
Flight Commander	30%	
RFC (JBSA Randolph TX)*		**20%**
Academics	70%	
Flight Commander	30%	
Total		**100%**
Note: For MWS assignments include only those events completed by all students.		
*IAW para **7.3.3.** if RFC performance cannot be captured due to assignment timing issues, no score is input for RFC. TIMS will calculate an assignment MASS based on RFS and RIQ.		

7.6. Example Calculation. This example calculates the total score for URT.

7.6.1. **Category Check Maneuver Scores.** Compute using percentage score, multiply by weighting factor, and compute the total as outlined in **Table 7.2** Use this total to compute a T-score for category check maneuvers as outlined in **Table 7.3**

Table 7.2. Category Check Maneuver Scores.

RIQ Final Check (I2390)   228 points received/235 points possible = .97021 x 100 = 97.021 * .30 = 29.106
Total Category Check Points = 29.106

Note*:* Assuming the mean for this class's category checks is 27.512 with a standard deviation of 3.225, then this student's 29.106 total category check points yield a z-score of +0.4943, resulting in a category check maneuver T-score of 54.943 as shown in Table 7.3.

Table 7.3. Category Check T-Scores.

Category Check Score =	29.106
Class Mean = 27.512	
Standard Deviation = 3.225	
z-score = +.4943	
Category Check T-score =	54.943

7.6.2. **Daily Performance Scores.** Compute the daily performance scores using a T-score generated from student's daily maneuver percentage score as outlined in **Table 7.4**

Table 7.4. Daily Maneuver T-Scores.

Daily Maneuver M score (9601 pts received/14286 pts possible = .67206 x 100	
	= 67.206
Class Mean = 71.237	
Standard Deviation = 5.941	
z-score = − .6783	
Daily Maneuver T-score = 43.217	

Note*:* Assuming the mean for this class's daily maneuvers is 71.237 and a standard deviation of 5.941, then this student's 67.206 M score yields a z-score of –0.6783 resulting in a daily maneuver T-score of 43.217.

7.6.3. **Academic Scores.** Students' academic test averages are used to compute their z-scores. Only the first test attempt counts in the student's academic test average. Instructors will ensure all retakes of failed academic tests are entered as retakes. Compute an Academic T-score as outlined in **Table 7.5**

Table 7.5. Academic T-Scores.

Academic Test Average = 96.891	
Class Mean = 96.060	
Standard Deviation = 1.886	

z-score	= + .4883
Academic T-score	= 54.883

Note: In this example, the student's academic test average is 96.891. Assuming the class average is 96.060 with a standard deviation of 1.886, then the resulting z-score is +0.4883 yielding an academic T-score of 54.883.

7.6.4. **FLT/CC Ranking (FTS).** Use the FLT/CC ranking scores (see **Table 7.8**) to compute a z-score. In this example, we use a ranking of 4 out of 12 = 94.91. Compute an Flight CC T-score as outlined in **Table 7.6**

Table 7.6. Flight CC T-score.

FLT/CC Ranking (4 out of 12)	=
	95.91
Class Mean =	92.50
Standard Deviation =	4.905
z-score = + .6952	
FLT/CC T-score =	56.952

Note: By design, the mean for all classes' FLT/CC ranking is 92.50. However the standard deviation varies depending on class size. In this case, we use a standard deviation of 4.905; then this student's 95.91 yields a z-score of +0.6952, resulting in a FLT/CC ranking T-score of 56.952.

7.6.5. **RPA Total Merit Computation** (generic T-scores used). Individual T-scores and the appropriate % factor are then used to compute Course Merit Scores. Course Merit Scores and the appropriate % factor are then used to compute an Overall URT Merit Score as outlined in **Table 7.7**

Table 7.7. Merit Scores.

PHASE	T-SCORES		% FACTOR		TOTAL
RFS					
Academics	48.405	x	.30	=	14.5215
Daily Sorties	53.525	x	.40	=	21.4100
Final Checkride (R990)	52.635	x	.30	=	15.7905
RFS Merit Score					51.7220
RIQ					
Academics	52.305	x	.10	=	5.2305
Daily Sims	53.505	x	.40	=	21.4020
Instrument Evaluation (I2390)	52.569	x	.20	=	10.5138
FLT/CC Ranking	56.231	x	.30	=	16.8693
RIQ Merit Score					54.0156
RFC Score					
Academics	44.225	x	.70	=	30.9575
FLT/CC Ranking	50.000	x	.30	=	15.0000
RFC Merit Score					45.9575
RFS Merit Score	51.7220	x	.30		15.5166
RIQ Merit Score	54.0156	x	.50		27.0078
RFC Merit Score	45.9575	x	.20		9.1915
Overall URT Merit Score					**51.7159**

7.7. RPA MWS Assignment Process. This section applies to U.S. students.

7.7.1. Students receive assignments based on their potential to successfully complete required follow-on training. Assignment night is no later than 10 days before RFC graduation. Use MWS assignment MASS to assist with MWS aircraft and location assignments, as follows:

7.7.2. FTS/CC will compute the MWS assignment MASS for all U.S. students. FLT/CCs will rank assigned students using the matrix in Table 7.8. If needed, merge multiple flight merit orders, producing a class standing (merit order) by total point score (no ties).

7.7.3. Before assignments are assigned, all students will complete AF Form 3849, indicating (in order) their choice of MWS and location. The FTS/CC and FLT/CCs will convene and assign students MWS aircraft as follows:

7.7.3.1. Ensure the top 10 percent of graduates receive their first choice, if available. For example, in a class of 15 students, the top 10 percent would be 1.5 students. Round

numbers .5 and above to the next higher number, making the top 10 percent (in this example) two students.

7.7.3.2. Use the rank order listing and the student's AF Form 3849 to provide the best match of the student's desires with available MWS and location.

7.7.3.3. The FTS/CC makes the final decision on the best match of student skill, potential, and desire with available aircraft for RPA students in URT. The FTS/CC is POC for final release of student assignments and forwards them to AFPC/DPAOT no later than one business day after RPA assignment announcement.

7.7.3.4. Squadron supervisors will establish procedures to announce RPA assignments. In addition, they will closely monitor student performance after RPA assignment. If required, FTS/CC and OG/CC will work with AETC/A3FR to coordinate any assignment changes necessitated by post assignment performance.

Table 7.8. Flight Commander Ranking Matrix.

Class Rank	Number in Class																											
	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
1	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
2	92.5	95	96.25	97	97.5	97.86	98.13	98.33	98.5	98.64	98.75	98.85	98.93	99	99.06	99.12	99.17	99.21	99.25	99.29	99.32	99.35	99.38	99.4	99.42	99.44	99.46	99.48
3	85	90	92.5	94	95	95.71	96.25	96.67	97	97.27	97.5	97.69	97.86	98	98.13	98.24	98.33	98.42	98.5	98.57	98.64	98.7	98.75	98.8	98.85	98.89	98.93	98.97
4		85	88.75	91	92.5	93.57	94.38	95	95.5	95.91	96.25	96.54	96.79	97	97.19	97.35	97.5	97.63	97.75	97.86	97.95	98.04	98.13	98.2	98.27	98.33	98.39	98.45
5			85	88	90	91.43	92.5	93.33	94	94.55	95	95.38	95.71	96	96.25	96.47	96.67	96.84	97	97.14	97.27	97.39	97.5	97.6	97.69	97.78	97.86	97.93
6				85	87.5	89.29	90.63	91.67	92.5	93.18	93.75	94.23	94.64	95	95.31	95.59	95.83	96.05	96.25	96.43	96.59	96.74	96.88	97	97.12	97.22	97.32	97.41
7					85	87.14	88.75	90	91	91.82	92.5	93.08	93.57	94	94.38	94.71	95	95.26	95.5	95.71	95.91	96.09	96.25	96.4	96.54	96.67	96.79	96.9
8						85	86.88	88.33	89.5	90.45	91.25	91.92	92.5	93	93.44	93.82	94.17	94.47	94.75	95	95.23	95.43	95.63	95.8	95.96	96.11	96.25	96.38
9							85	86.67	88	89.09	90	90.77	91.43	92	92.5	92.94	93.33	93.86	94	94.29	94.55	94.78	95	95.2	95.38	95.56	95.71	95.86
10								85	86.5	87.73	88.75	89.62	90.36	91	91.56	92.06	92.5	92.89	93.25	93.57	93.86	94.13	94.38	94.6	94.81	95	95.18	95.34
11									85	86.36	87.5	88.46	89.29	90	90.63	91.18	91.67	92.11	92.5	92.86	93.18	93.48	93.75	94	94.23	94.44	94.64	94.83
12										85	86.25	87.31	88.21	89	89.69	90.29	90.83	91.32	91.75	92.14	92.5	92.83	93.13	93.4	93.65	93.89	94.11	94.31
13											85	86.15	87.14	88	88.75	89.41	90	90.53	91	91.43	91.82	92.17	92.5	92.8	93.08	93.33	93.57	93.79
14												85	86.07	87	87.81	88.53	89.17	89.74	90.25	90.71	91.14	91.52	91.88	92.2	92.5	92.78	93.04	93.28
15													85	86	86.88	87.65	88.33	88.95	89.5	90	90.45	90.87	91.25	91.6	91.92	92.22	92.5	92.76
16														85	85.94	86.76	87.5	88.16	88.75	89.29	89.77	90.22	90.63	91	91.35	91.67	91.96	92.24
17															85	85.88	86.67	87.37	88	88.57	89.09	89.57	90	90.4	90.77	91.11	91.43	91.72
18																85	85.83	86.58	87.25	87.86	88.41	88.91	89.38	89.8	90.19	90.56	90.89	91.21
19																	85	85.79	86.5	87.14	87.73	88.26	88.75	89.2	89.62	90	90.36	90.69
20																		85	85.75	86.43	87.05	87.61	88.13	88.6	89.04	89.44	89.82	90.17
21																			85	85.71	86.36	86.96	87.5	88	88.46	88.89	89.29	89.66
22																				85	85.68	86.3	86.88	87.4	87.88	88.33	88.75	89.14
23																					85	85.65	86.25	86.8	87.31	87.78	88.21	88.62
24																						85	85.63	86.2	86.73	87.22	87.68	88.1
25																							85	85.6	86.15	86.67	87.14	87.59
26																								85	85.58	86.11	86.61	87.08
27																									85	85.56	86.07	86.55
28																										85	85.54	86.03
29																											85	85.52
30																												85

Note: The Final Overall Merit MASS score is always a full-class MASS. The TIMS student manager must identify the class as a single entity (for example, RPA 11-01, not RPA 11-01 A FLT and RPA 11-01 B FLT) and then assign the students into their specific flights. Contact AETC/A3FR for questions regarding MASS calculations.

Chapter 8

STUDENT AWARDS

8.1. Overview. The FTS/CC will establish and maintain a program to present awards to students selected as outstanding in academics, military qualities, and flying training. Duplicate awards may be presented for ties. AFI 36-2805, *Special Trophies and Awards,* governs appropriations for such awards. An awards council or similar process will nominate and select students for awards approved by the FTS/CC.

8.2. Distinguished Graduate (DG) Awards. The OG/CC or FTS/CC presents DGs with a plaque and a memorandum of recognition during graduation. As a minimum, a DG award requires a student to be in the upper 10 percent of the graduating class utilizing the computed MASS data IAW Chapter 7 (Round numbers .5 and above to the next higher number.). If a DG is an ANG or AFRC member, notify AETC/A3G (NGB reserve advisor) or AETC/A3H (AFRC reserve advisor), as appropriate, as soon as possible to ensure appropriate representation. Consult AETC/A3FR for International DGs. For each class, the OG/CC (may be delegated to FTS/CC) is the final approving authority for all awards.

8.3. Academic and Flying Training Awards. The academic training award is presented to the student with the highest academic MASS score during RFS, RIQ, and RFC. The flying training award is presented to the student with the highest combined daily sortie and category check sortie MASS scores for RFS and RIQ. The FTS/CC is the approving authority for these awards.

8.4. Annual Achievement Award:

8.4.1. The General John P. Jumper Award (USAF level) award is given to the most outstanding URT graduate on an annual basis and consists of an engraved plaque and a citation presented by AETC/A2/3/10. Only USAF officers are selected for this award.

8.4.2. The FTS will nominate one student. Send the nomination memorandum to AETC/A3F within 30 duty days after the end of the CY. Include a biographical sketch of the nominee and training accomplishments in the memorandum. Attach a copy of the nominee's AETC Form 240-5 and official orders or forwarding address to the memorandum.

8.4.3. As a guide, the officer with the highest MASS score (greatest delta between #1 and #2 in a class) is selected. AETC/A3F will inform the units, the gaining MAJCOM commander, and AF/A3O of the graduate selected for the award. AETC/A3FR will forward the award to the appropriate base for presentation.

8.5. Awards to IMSs. As soon as possible after the decision is made to present an award to an IMS, the unit will notify the AFSAT/CC through the base IMSO.

MICHAEL A. KELTZ, Major General, USAF
Director of Intelligence, Operations, and Nuclear
Integration

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

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AFI 11-290, *Cockpit/Crew Resource Management Training Program*, 11 April 2001, and its AETC Supplement, 22 March 2005

AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Aviation Badges*, 13 December 2010

AFI 16-105, *Joint Security Cooperation Education and Training*, 3 January 2011

AFI 33-324, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections*, 1 June 2000

AFI 33-328, *Administrative Orders*, 16 January 2007

AFMAN 33-363, *Management of Records*, 1 March 2008

AFI 36-2110, *Assignments,* 22 September 2009

AFI36-2205, *Applying for Flying Training, Air Battle Manager, and Astronaut Programs,* 29 October 2004

AFI 36-2805, *Special Trophies and Awards*, 29 June 2001, and its AETC Supplement, 12 September 2006

AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, 18 July 2011, and its AETC Supplement, 14 May 2003

AFI 36-2905, *Fitness Program*, 1 July 2010

AFI 36-3206, *Administrative Discharge Procedures for Commissioned Officers*, 9 June 2004

AFI 36-3207, *Separating Commissioned Officers,* 9 July 2004

AFI 48-123, *Medical Examinations and Standards*, 24 September 2009

AFI 51-602, *Boards of Officers*, 2 March 1994

AFI 11-401/AETC SUP1, *Aviation Managements*, 31 March 2010

AETCI 36-2223, *Flying Training Student Information Management*, 30 March 2007

AETCI 48-102, *Medical Management of Undergraduate Flying Training Students*, 16 November 2009

Prescribed Forms

AETC Form 149, *Record of Commander's Review Action (Undergraduate Pilot/RPA Training)*

Adopted Forms

DD Form 2496, *International Student Academic Report*

SF Forms 502, *Medical Record–Narrative Summary (Clinical Resume)*

AF Form 174, *Record of Individual Counseling*

AF Form 422, *Notification of Air Force Member's Qualification Status*

AF Form 475, *Education/Training Record*

AF Form 847, *Recommendation for Change of Publication*

AF Form 1042, *Medical Recommendation for Flying or Special Operational Duty*

AF Form 1256, *Certificate of Training*

AF Form 3849, *PME/AFIT/RTFB/Officer Worksheet*

AF Form 4293, *Student Activity Record*

AETC Form 6, *Waiver Request*

AETC Form 31, *Certificate of Aeronautical Rating*

AETC Form 101, *Student Performance Summary*

AETC Form 240-5, *Summary Record of Training*

AETC Form 298, *Flight Briefing Critique*

AETC Form 173, *Student Record of Academic/Nonacademic Counseling*

AETC Form 410, *High-Risk Activities Worksheet*

AETC Form 435, *Mishap Date Worksheet*

AETC Form 499, *Distinguished Graduate Certificate*

558 FTS Form 01, *Student Pilot Personnel Data*

Abbreviations and Acronyms

AA—approving authority

ABM—air battle management

ACC—Air Combat Command

ADCON—administrative control

AFI—Air Force Instruction

AFPD—Air Force Policy Directive

AFMAN—Air Force Manual

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

AFSAT—Air Force Security Assistance Training

AMD—average mission duration

AMP—airsickness management program

ANG—Air National Guard

ARMS—Aviation Resource Management System

AT—additional training

CAF—Combat Air Force

CAI—computer assisted instruction

CAP—commander's awareness program

CC—commander

CD—deputy commander

CNATRA—Chief of Naval Air Training

CR—commander's review

CRM—crew resource management

CSO—combat systems officer

CT—continuation training

CTS—course training standards

DG—distinguished graduate

DO—operations officer

DOR—drop on request

DTS—desktop training system

EC—elimination check

E-mail—electronic mail

EP—emergency procedure

EPQ—emergency procedure quiz

ETCA—education and training course announcements

FA—fitness assessment

FAA—Federal Aviation Administration

FEB—flying evaluation board

FEF—flight evaluation folder

FMS—foreign military sales

FLT—flight

FTPA—flying training production analysis

FTS—flying training squadron

FTU—formal training unit

FTW—flying training wing

GTU—ground training unit

HARM—host aviation resource management, high-speed anti-radiation missile

IA—initiating authority

IAW—in accordance with

IFS—initial flight screening

IMET—international military education and training

IMS—international military student

IMSO—international military student office/officer

IP—instructor pilot

ITO—invitational travel order

LOA—lack of adaptability

LOE—letter of evaluation

MASS—merit assignment selection system

MFR—memorandum for record

MIF—maneuver item file

MOA—manifestation of apprehension

MOU—memorandum of understanding

MWS—major weapon system

NGB—National Guard Bureau

OG—operations group

PC—progress check

PCS—permanent change of station

POC—point of contact

PT—physical training

RDS—records disposition schedule

RFC—RPA Fundamentals Course

RFS—RPA Flight Screening

RIQ—RPA Instrument Qualification

RPA—remotely piloted aircraft

SATP—security assistance training program

SNR—senior national representative

SQ—squadron

SSN—Social Security number

Stan/Eval—standardization and evaluation

TDY—temporary duty

TIMS—training integration management system

TM—TIMS manager

USA—United States Army

USAF—United States Air Force

USMC—United States Marine Corps

UCMJ—Uniform Code of Military Justice

USN—United States Navy

URT—undergraduate remotely piloted aircraft training

WCN—worksheet control number

WG—wing

Terms

Course—The entire program of flying, simulation, and academics conducted in all media during the programmed training days as outlined in a specific syllabus.

Course Training Standards—The training standards describing the skills and degree of proficiency required of the course graduates.

Courseware—The technical data, textual materials, audio, video, film, computer instruction, instructor guides, student study guides, and other training material developed to support and implement the syllabus.

Graduate RPA Pilot Training—Post URT flying training conducted IAW a MAJCOM-approved syllabus such as Pilot Instructor Training, Senior Officer Qualification, and RPA Refresher Training. Graduate syllabuses have course identifiers starting with F-V5.

Ground—**Based Training System (GBTS)**—All hardware, software, courseware, equipment, devices, training material, and support functions designed to fulfill training requirements prior to and in support of flight training. The GBTS includes classroom, computer lab, part-task trainers, aircrew training devices, learning center, flight line briefings, and home studies.

Medium—Media include aircraft, operational flight trainers, instrument flight trainer, unit training devices, weapon system trainers, ground training, and computer-assisted instruction.